

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Resumption of OC Task Force

DD/A Registry

83-0078/1

83-9730

FROM:

Director of Personnel

EXTENSION

NO.

DATE

18 JAN 1983

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA

19 JAN 1983

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DDA M. J. JEFFERY
JAN 20-14Bill,
Over to you!

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19 JAN 1983

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18 JAN 1983

ED: 2-10000
82-0018/1

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum
Director of Personnel

SUBJECT: Resumption of Office of Communications
Task Force

1. We share your concern over the need for an aggressive recruitment and processing approach for new communications operators and technicians. The Task Force approach during 1982 was successful and did permit the Office of Communications to reach ceiling. However, before we shift into an all-out Task Force again this year, we need to review not just office ceiling but the anticipated EOD headroom that is available to the DDA, and subsequent allocation for the Office of Communications (OC).

2. I have been advised that to stay within FTE and Agency ceiling, it is expected that the DDA will allocate 118 EOD slots from February to September for operators and technicians. This would permit 20 EODs for February and a balance of about 14 per month for the remainder of the fiscal year. This would increase if OC experiences a much higher than expected attrition. We now have 13 applicants scheduled to EOD in February, plus 154 currently in process. If we keep up our current efforts on OC recruitment we will meet the EOD allocation.

3. Should we initiate a repeat Task Force, it will require two separate phases. The first phase is an intensive advertisement campaign and screening of applicants on the part of our recruiters at the expense of other recruitment efforts. The second step is a field visit by an OC officer and polygraph operator. This would divert a polygraph operator away from a current Headquarters schedule that is now heavily booked. We defer to you and the Office of Security (OS) if you wish to pursue this plan. - *but I don't recommend it.* *TC*

4. Attachment A is a list of those OC applicants in process and Attachment B is our current recruitment activity plan which includes considerable OC recruitment along with the increased demands placed on us for CT recruitment. We expect that our planned OC recruitment activity is sufficient to maintain the even flow of EODs and stay within ceiling and FTE controls for


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FY-83. However, we will also need to keep OC recruitment at a high pitch this spring and summer in anticipation of FY-84 requirements and in order to bring OC back to office strength.

5. Our recruitment schedule is fully planned through the end of March. We would be willing to revisit the possibility of a Task Force in April or May if all agree that it is necessary. Should you wish to proceed at this time with Phase 2 of the Task Force--that is the field screening by OC and OS of the 164 currently in process--we will work with those teams in setting up the arrangements.



James N. Glerum

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Attachments:
as stated

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